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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Security

CONFIDENTIAL

DATE: NOV 22 1954

FROM : Chief, Management Staff

SUBJECT: Proposed Organization Structure, Security Office

1. In accordance with recent conversations between yourself and representatives of this staff, I am forwarding an organization chart which portrays a proposed Office structure and placement of two proposed deputies. In order to show the position of the over-all deputy in relation to the proposed deputies with specific jurisdictions, that position is shown in the accompanying chart in the top box. The Executive Officer is shown in the proper position to express the function he performs and to indicate that he is not in the line of command as is the over-all deputy.

2. The major changes shown in the accompanying chart are (1) raising field offices to division status and (2) raising the Physical Security Branch to Division status. Tab B contains proposed statements of functions to accompany the proposed organization.

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Enclosures

Tab A - Proposed Organization
StructureTab B - Proposed Statements
of Functions**CONFIDENTIAL**

TAB

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Security Office

Proposed Statements of Functions

Policy Staff

1. Renders security consultation and guidance to the Agency Security Officer and to other Agency officers for security plans on inter-departmental exploitation, research and other joint effort activities.
2. Serves as Agency representative on inter-departmental and international committees on security problems of mutual interest.
3. Renders security advice with respect to dissemination of Agency finished intelligence.
4. Recommends collection and dissemination security policies and renders interpretations, opinions and decisions with respect to these policies.
5. Act as security advisor to the Agency Honor Awards Board.
6. Serves as a consultant from a security standpoint in coordinating public relations and release of information concerning Agency activities and functions.

Inspection Staff

1. Conducts regularly scheduled and special security inspections of all Agency domestic and foreign installations.
2. Renders staff guidance with respect to security surveys of Agency contractors' facilities.
3. Ascertains the security suitability of non-Agency training facilities.
4. Provides security guidance for the Agency classified procurement programs.
5. Serves as coordinator for foreign and domestic Security Officers assigned outside of the Security Office.

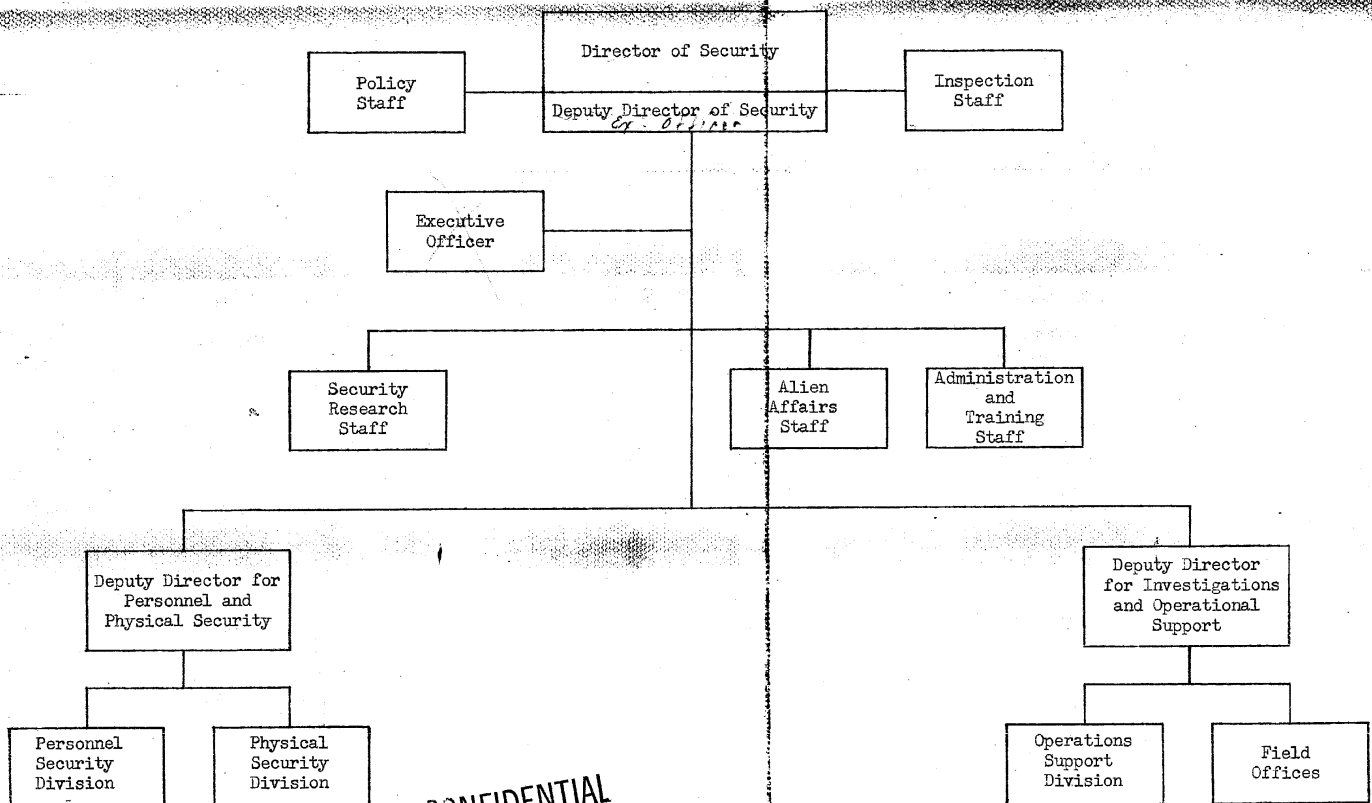
Executive Officer

1. Assists in policy planning and in the administration of the Security Office in fulfilling its mission of preparation, development and execution of the Agency security program.

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Proposed Organization Structure



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